



Student Employment

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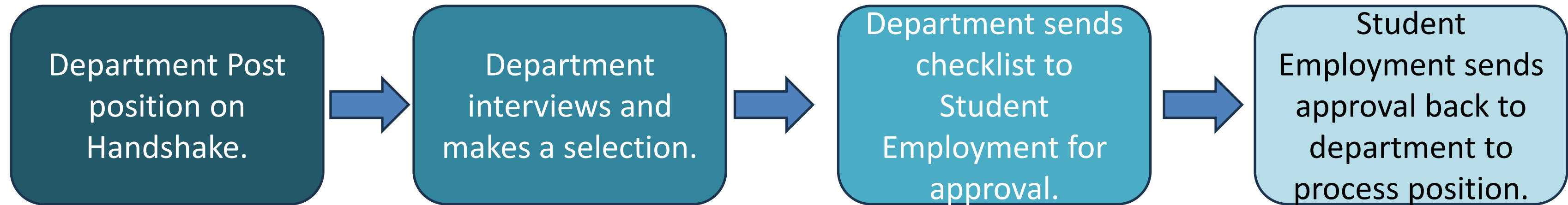
Facts

- ❑ Student Employment currently serves more than 48 departments
- ❑ 173 I-9's have been processed
- ❑ Student Employment has received 414 employment checklists
- ❑ Currently 671 active student employees

*Data reflects July 1, 2025 – October 24, 2025

Hiring Process

Option #1



Option #2



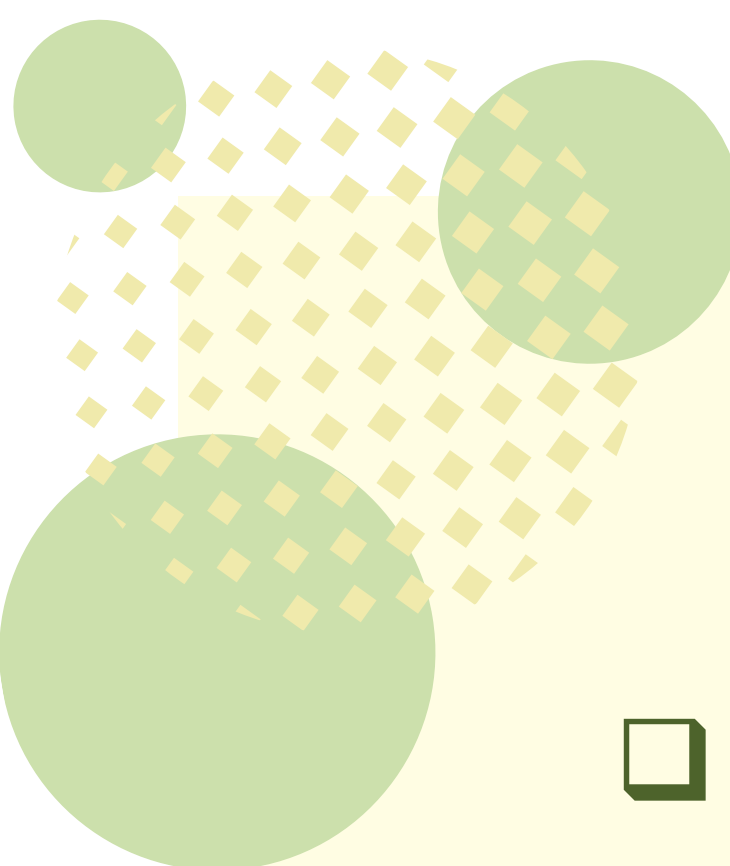
***Please make sure your department has approved the funding for your position.**

Things you should know

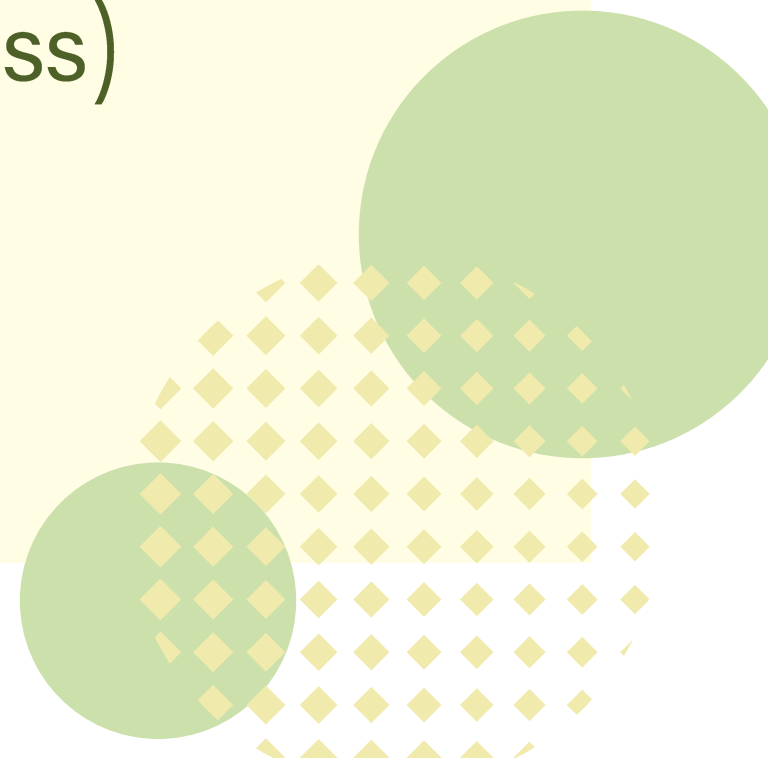
- ☐ Student Employment as a whole is moving towards high impact practices because it results in greater retention
 - ☐ Goals
 - ☐ Mentorships
 - ☐ Professional Development
 - ☐ Regular Meetings
 - ☐ Performance evaluations (3month/annual)

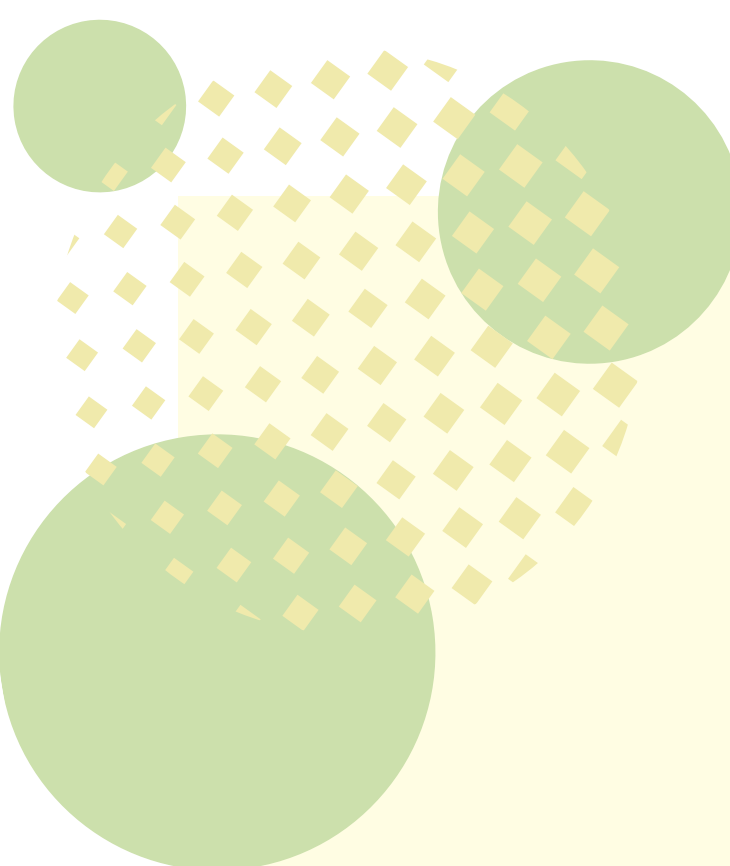
Reminders

- ☐ Division Liaisons do not handle any student employment questions or transactions.
- ☐ Student positions on Handshake should not have titles such as Assistant, Coordinator, Associate, Specialist etc.
- ☐ Provide an accurate end date in HRFE when students leave positions.
- ☐ Best practice to provide feedback to students and complete evaluations.



Announcements

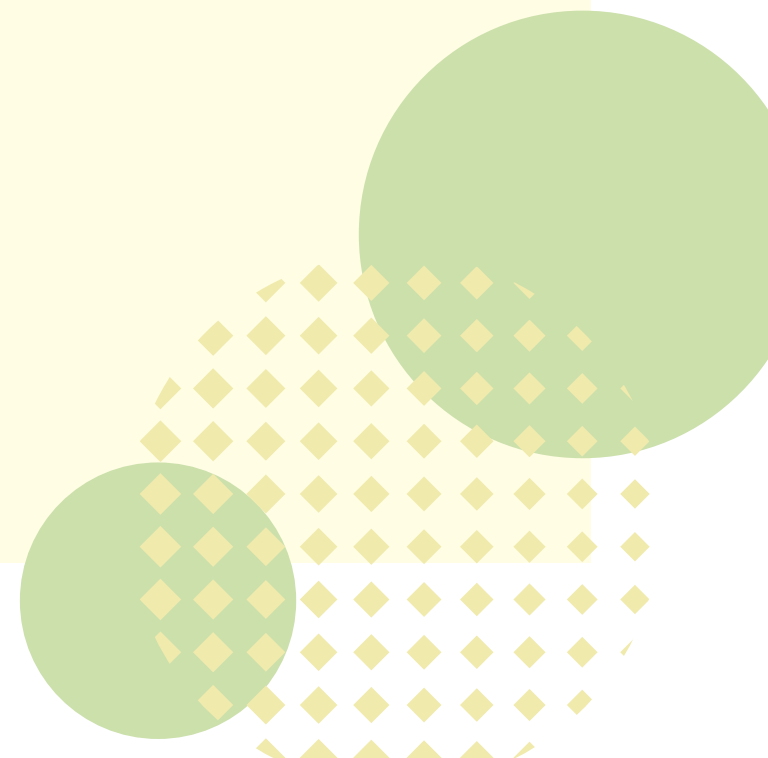
- ☐ New Electronic Checklist
 - ☐ Guide for student time reporting; located on our website and the Student Employment Supervisor Resources Box folder
 - ☐ Student employee handbook (in progress)
 - ☐ Guide to supervising student employees (in progress)
- 



Kahoot

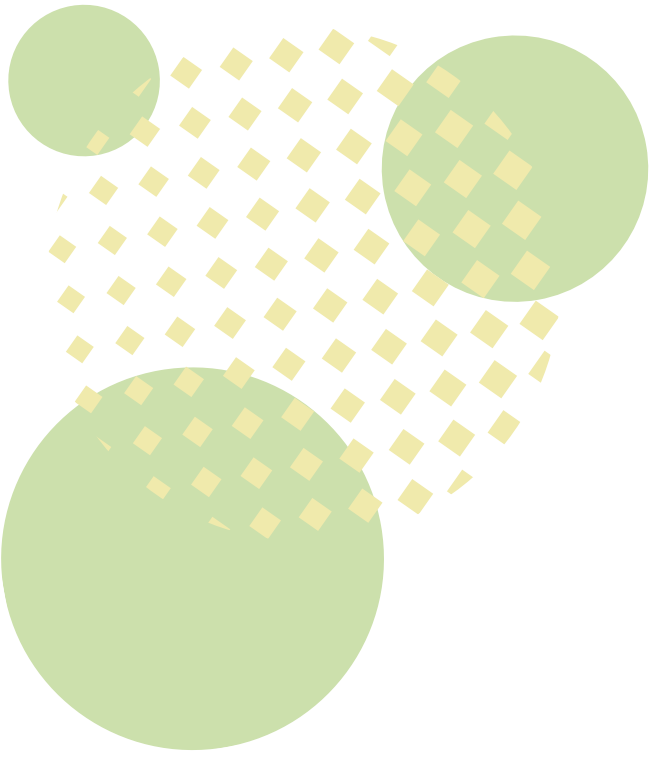
www.kahoot.it

Game Pin: 541 0092



Resources

- ❖ Student Employment Website: [Student Employment](#)
- ❖ Student Employment Supervisor Resources Box Folder
 - ❖ Email – studentemployment@uis.edu



Thank You

